

MARKETING AND TICKET SERVICES WORKSHEET

Ticketing Contact _____ Phone/Email _____

Marketing Contact _____ Phone/Email _____

Public Information Phone _____ Web Site URL _____

Appears on Ticket Licensee (as listed on contract) (50 characters or less) _____

Arrangement* Title (35 characters or less) _____

Credit line (50 character maximum) _____

Performance Day, Date & Curtain Time(s):

Day _____

Date _____

Curtain Time _____

Ticket Price Information (An additional \$2 or \$3 (depending on event) per ticket Facility Use Fee will be added to the ticket prices below.)

Adult \$ _____ Educator \$ _____ Group Discount \$ _____

Senior (62 and older) \$ _____ Standing Room \$ _____ Group Size _____

Student (21 and under) \$ _____ Coupons \$ _____ Infant Lap Pass (12 months and under) ☐ Yes ☐ No

Child (12 and under) \$ _____ Other \$ _____ (for specific discounts, check with Ticket Services Director)

Which seating configuration will you be using? (MS=MainStage, SS=SecondStage)

☐ MS Standard ☐ MS Scaled (priced by location) ☐ SS Standard ☐ SS Other (subject to approval by Operations Manager)

How will your patrons be seated? ☐ Reserved Seating ☐ General Admission Seating**Would you like us to hold seats for your use?** ☐ Yes ☐ No If yes, how many? _____

If yes (and seating is reserved), indicate location _____

Will you be taking consignment tickets? ☐ Yes ☐ No If so, how many? (maximum: 75% of the house) _____

If yes (and seating is reserved), indicate location _____ Date needed _____

For multiple performance arrangements, would you like patrons to be able to exchange between performances? ☐ Yes ☐ No**Would you like a weekly sales report?** ☐ Yes ☐ No If yes, sent to (name) _____

Email address _____ or fax number _____

Please provide a 20-word performance description:**Please provide a 50-word performance description:****How long is the performance(s)?** (include intermission, if any) _____**Will there be an intermission?** (15 minute minimum) ☐ Yes ☐ No If yes, how long? _____ More than one? ☐ Yes ☐ No**This performance is appropriate for:** ☐ all ages ☐ age 5 and up ☐ age 12 and up ☐ age 18 and up

If not appropriate for all ages, why? ☐ Subject matter ☐ Mature language ☐ Nudity ☐ Other _____

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I have read the Marketing & Ticket Services Booklet (included as part of the contract package) and understand all policies and charges associated with Marketing & Ticket Services at the Center.

Signature of Authorized Licensee's representative _____ **Date** _____